



SOUTH CAROLINA

**Spring 2016
SC READY (Grades 3–8)
and
SCPASS (Grades 4–8)
Overview**

**Online Enrollment
Print Materials
Online Testing
Precode**

***Please provide this document
to School Test Coordinators
and Test Administrators,
as needed.***

IMPORTANT NOTE: *The information in this document applies to SC READY (the new grades 3–8 ELA And mathematics assessment) and to SCPASS. Within eDIRECT, a single administration designation, “Grades 3–8 Spring 2016,” is used for both assessment programs.*

Overview

This document provides information on:

- ordering teacher-level materials via online enrollment,
- print materials that are available for paper/pencil testing,
- online testing, and
- precode.

Please send this document to your School Test Coordinators and other personnel in your district, as appropriate.

Online Enrollment

Schools and/or districts must complete the following tasks during online enrollment:

- Order the following **teacher-level materials**:
 - Form A Oral Administration Scripts (science, social studies, and mathematics only)
 - Form C Braille Oral Administration Scripts (science, social studies, and mathematics only)
 - Form C Signed Administration Scripts (science, social studies, and mathematics only)
- Verify contact and shipping information for all ship-to sites

Dates

Enrollments may be entered from **January 11, 2016 through January 20, 2016** for the SC READY and SCPASS programs. After **January 20**, the data will become “read-only.”

Log-In

1. Log in to eDIRECT: <https://sc.drcdirect.com>.
2. Select *Materials*, then *Enrollments*.
3. Search for the appropriate *Administration* (i.e., Grades 3–8 Spring 2016), *District*, and *School*, if applicable.
4. Click on the *Show Enrollments* button.

Enter Enrollments

This tab is used for:

- verifying contact and shipping information for all ship-to sites, and
- entering the number of teacher-level materials (Form A Oral Administration Scripts, Form C Braille Oral Administration Scripts, and Form C Signed Administration Scripts) needed for each grade and subject in a school.

Contact and Shipping Information

To ensure accurate information is on file for each ship-to site, review the pre-populated information in the *Contacts & Addresses* box. If needed, update information by selecting the *Update Contacts & Addresses* button, making the necessary changes, and clicking on *Save*. Test materials and reports will be sent to the contacts and addresses provided.

Ordering Teacher-Level Materials

Enter the quantity of Form A Oral Administration Scripts, Form C Braille Oral Administration Scripts, or Form C Signed Administration Scripts needed for each grade and subject. Note there are two grids for entering enrollments: one for science and social studies grades 4–8, and one for mathematics grades 3–8. Click the *Save* button to save your changes. Materials may be increased or decreased by changing the quantities and re-saving. Select the *Complete* button once final enrollments are entered. This will change the status in the *Status Report* screen to complete.

Home School Students: Materials needed for home school students should **not** be ordered via online enrollment. Materials for these students can be obtained through district overage or additional materials.

Summary

This tab allows districts and schools to verify the test material quantities that were entered by grade and subject. Schools will be able to view the quantities at a school-level, while districts will be able to view total quantities at the district-level. The *Summary* screen can be printed by clicking on the *Print* button.

Status Report

This tab provides information regarding districts' and schools' progress toward the completion of data entry in the Enrollments system. Status levels include *Not Started*, *In Progress*, and *Completed* and can be displayed at the State, District, or School level.

Print Materials

The following table details the paper/pencil materials available and how material orders are collected.

Material / Material Description	Avail. for SC READY Gr. 3–8?	Avail. for SCPASS Gr. 4–8?	How are Orders Collected?	*For Students with IEP/504?
Form A Oral Administration Script (OAS) —This script must be used if directions, questions, and answer choices for a Form A test are to be read by the test administrator. This script may be used with regular print, large-print, or loose-leaf versions of the Form A test.	Yes (math only)	Yes	Online Enroll.	Yes
Form C Braille Oral Administration Script (OAS) —This script must be used if the directions, questions, and answer choices for a Braille test form are to be read by the test administrator. Use this script with a Form C Braille test packet.	Yes (math only)	Yes	Online Enroll.	Yes
Form C Signed Administration Script (SAS) —This script must be used if directions, questions, and answer choices for a sign language test are to be signed in American Sign Language (ASL), Pidgin Signed English (PSE), or Signed Exact English (SEE) by the test administrator.	Yes (math only)	Yes	Online Enroll.	Yes
Answer Documents —one per student for ELA/Mathematics and one per student for Science/Social Studies.	Yes	Yes	Jan. Precode	NA
Form A Test Booklets —for students who need a regular version of the test; one per student for ELA, Mathematics, Science, and Social Studies. Note that the ELA test booklet contains separate sections for writing and reading that will be administered over two days.	Yes	Yes	Jan. Precode	NA
Form A Large-Print Test Booklets — for students who need large-print format (i.e., has difficulty reading standard size text).	Yes	Yes	Jan. Precode	Yes
Form A Loose-Leaf Test Booklets —for students who need loose-leaf format (i.e., removable pages and/or 1 item per page).	Yes	Yes	Jan. Precode	Yes
Form C Braille Test Packets —for students who read classroom materials in Braille.	Yes	Yes	Jan. Precode	Yes
Form C Sign Language Test Booklets —for students who are deaf or hard of hearing.	Yes	Yes	Jan. Precode	Yes
Form A Audio CD-ROMs —for students who need an oral administration via CD-ROM. The student must have a print copy of the appropriate test booklet (i.e., Form A, Large-Print, or Loose-Leaf) when using this material.	Yes (math only)	Yes	Jan. Precode	Yes
Form C American Sign Language DVDs —for students who need a signed administration in ASL via DVD. The student must have a print copy of the appropriate test booklet when using this material.	No	Yes	Jan. Precode	Yes

*Note that these materials are available to students who have an IEP, 504 Plan, or ELL student accommodation plan. Customized materials ordered for the test must be consistent with those accommodations used routinely in classroom instruction and assessment throughout the school year.

Ancillary Materials Provided

Packing Lists—specifies the types, quantities, and security number ranges of test materials contained in the boxes. The packing list is enclosed in the last box of the shipment. The packing lists are also available to view on eDIRECT.

School Box Range Sheet (districts only)—provides the box numbers assigned to specific schools. This list should be used when checking shipments to verify that all boxes have been received. This list is enclosed in the last box of the district's shipment.

Security Checklists (electronic only)—lists security numbers of secure materials shipped to a district or school.

Return Shipping Labels—to be applied to boxes of test materials being returned to the contractor.

Do Not Score Labels—to be applied to any pre-printed, used, or mislabeled answer documents that the contractor should not score.

Home School Override Labels—to be applied to overage answer documents for home school students. The demographic information on the answer documents must be coded when override labels are used.

New Student Precode Labels—used on scorable answer documents for new students included on the March update precode file.

Rulers, Protractors (Mathematics only)—materials to be distributed to students during the administration of the appropriate Mathematics tests. Teachers may retain these materials for classroom use at the completion of testing.

Periodic Tables (Grade 7 Science only)—materials to be distributed to students during the administration of the grade 7 science test. Teachers may retain these materials for classroom use at the completion of testing.

Online Testing

For the 2016 administration, the following accommodations will be available via the INSIGHT online testing system. Regardless of the online testing designation submitted via precode, all student records from the March update file will be:

- loaded into Test Setup for online testing—to include demographic and accommodation information, and
- placed into test sessions based on the precode sort fields.

Accommodation	Description	Avail. for SC READY?	Avail. for SCPASS?
Oral Administration (HVA)	For students who use a regular Form A test and require an oral administration. Note: Use of a TSM is mandatory with this feature.	Yes (math only)	Yes
Loose-Leaf Test	For students who use loose-leaf test materials; one question is presented on each at a time. A print copy of the loose-leaf test booklet will also be provided.	Yes	Yes
Loose-Leaf Test + Oral Admin (HVA)	For students who use loose-leaf test materials and require an oral administration of the test. Note: Use of a TSM is mandatory with this feature.	Yes (math only)	Yes
Large-Print Test	For students who use large-print test materials; the online system is fully scalable, so students can view the items in a larger format by testing on a device with a larger monitor. A print copy of the large-print test booklet will also be provided.	Yes	Yes
Large-Print Test + Oral Admin (HVA)	For students who use large-print test materials and require an oral administration of the test. Note: Use of a TSM is mandatory with this feature.	Yes (math only)	Yes
Sign Language Test	For students who use sign language test forms.	Yes	Yes
Signed Administration (VSL)	For students who use sign language test forms and require a signed administration of the test in American Sign Language (ASL). Note: Use of a TSM is mandatory with this feature.	No	Yes

Precode

This precode file...	Is used to...	Pay particular attention to...
January	Order student-level paper/pencil materials	<ul style="list-style-type: none"> Customized Test Booklet fields & Oral/Signed Administration fields (section 7) These fields will be used to determine student-level customized material orders. Oral administration audio CD-ROMs are available for mathematics, science, and social studies. ASL DVDs are available for science and social studies. Online Administration fields (section 8) Paper/pencil materials will be shipped only for those students whose online testing designation = N. Material Sort fields (section 11) This determines how paper/pencil materials will be sorted.
March Update	Order NEW student-level customized paper/pencil materials and to print NEW student precode labels	<ul style="list-style-type: none"> Customized Test Booklet fields & Oral/Signed Administration fields (section 7) These fields will be used to determine NEW student-level customized material orders. Oral administration audio CD-ROMs are available for mathematics, science, and social studies. ASL DVDs are available for science and social studies. Online Administration fields (section 8) Customized materials for NEW students will be shipped only for those students whose online testing designation = N.
March Update	Populate Test Setup for online testing	<ul style="list-style-type: none"> Customized Test Booklet fields & Oral/Signed Administration fields (section 7) These fields will be used to automatically load student accommodations in Test Setup. Oral administration (HVA) is available as an online testing accommodation for mathematics, science, and social studies. Signed administration (VSL) is available as an online testing accommodation for science and social studies only. Online Administration fields (section 8) All student records will be populated into Test Setup, regardless of the online testing designation. Material Sort fields (section 11) This determines how Test Sessions are created in Test Setup.